



**- ATTENTION -**  
**NEW COUNTER HOURS BEGIN MARCH 1, 2018**

**UPDATED PERMIT COUNTER HOURS:**

**7:30AM - 3:30PM**  
**Monday - Friday**

**OVER THE COUNTER PLAN CHECK HOURS:**

**7:30AM - 10:30AM**  
**Monday - Thursday**

Your patience is appreciated during this pilot period while we evaluate these new hours.  
This earlier closure will help expedite the processing of submitted plans, while  
maintaining our commitment to providing you with excellent customer service.